



Clay County, Missouri Planning and Zoning Department

BUILDING DEMOLITION/RELOCATION CHECKLIST

Applicant: _____ Date: _____

Address: _____ Phone: _____

Contractor: _____ Phone: _____

Address of building to be demolished ☐ or relocated ☐ : _____

Applicant must notify utility companies and confirm with attached letters or contacts as follows:

<u>Utility Company*</u>	<u>Name of Person Notified</u>	<u>Date Service to be Disconnected</u>
Electric Company:	_____	_____

Telephone Company:	_____	_____

Gas Company:	_____	_____

Water District:	_____	_____

Sewer:	_____	_____

**Utility companies vary depending on the site's location in the County.*

Once service to the above utilities has been disconnected (and confirmed by the County), a building demolition or relocation permit may be issued.

NOTE: *If relocating building, provide approximate size of structure to be moved as well as date, time, and proposed route to be taken.*

Please return this form to the Clay County Planning and Zoning Department, 234 W. Shrader, Suite C, Liberty, Mo. 64068, or call (816) 407-3388 for further information.